**Equality Screening Template**

**Introduction**

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| --- | --- | --- |
| **Part** | **Part Title** | **Description** |
| **1** | **Policy Scoping** | Asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations |
| **2** | **Screening Questions** | Asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues. |
| **3** | **Screening Decision** | Guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or tointroducemeasures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations. |
| **4** | **Monitoring** | Provides guidance to public authorities on monitoring for adverse impact and broader monitoring. |
| **5** | **Approval and Authorisation** | Verifies the public authority’s approval of a screening decision by a senior manager responsible for the policy. |

Policy Scoping

* + Policy
  + Available data

Screening Questions

* Apply screening questions
* Consider multiple identities

Screening Decision None/Minor/Major

Mitigate

Publish Template

Re-consider screening

Publish Template for information

Publish Template

EQIA

Monitor

**‘None’**

Screened out

**‘Major’**

Screened in for EQIA

**‘Minor’**

Screened out with mitigation

Concerns raised with evidence

Concerns raised with evidence re: screening decision

**Part 1- Policy Scoping**

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

**Information about the policy**

|  |  |
| --- | --- |
| **Name of Policy** | Maternity Policy |
| **Is it existing, revised or a new policy?** | Existing |
| **What is it trying to achieve?**  **(Intended aims/outcomes)** | This policy outlines the entitlement and process regarding pay and leave to new and expectant employees of Translink.  It explains the legal rights as well as any enhancements that have been made by Translink to the benefit of its pregnant employees. It also details the timeframes in which employees should communicate and expect to receive communication about absence in relation to pregnancy or having given birth whilst being an employee. |
| **Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.** | There are two categories expected to benefit from the maternity policy:   * Women * Those with child dependants   The policy is specifically designed for and aimed at offering the right to leave and pay to those who are about to give birth and when they give birth, therefore it can only apply to women and will automatically place them in the category of having a dependant (if they were not already in that category). |
| **Who initiated or wrote the policy?** | HR Services Manager |
| **Who owns and who implements the policy?** | Human Resources |

**Implementation Factors**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | X | No |  |

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they: (Select all applicable)

|  |  |
| --- | --- |
|  | Financial |
| X | Legislative |
|  | Other – please specify: |  |

**Main stakeholders affected**

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

|  |  |
| --- | --- |
| X | Staff |
|  | Service Users |
|  | Other Public Sector Organisations |
|  | Voluntary/ Community/ Trade Unions |
|  | Other – please specify: |  |

##### [Other policies with a bearing on this policy](#Onefour):

|  |
| --- |
| * Paternity/Partners Leave Policy * Shared Parental Leave Policy * Adoption Policy * Parental Leave Policy * Time off for Dependants policy * Flexible Working Policy * Pension Policy Statement |

**Available Evidence**

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

|  |  |
| --- | --- |
| **Section 75 category** | **Details of evidence/information** |
| Religious belief | There is no evidence to indicate correlation between this category and the maternity leave policy. |
| Political opinion | There is no evidence to indicate correlation between this category and the maternity leave policy. |
| Racial group | There is no evidence to indicate correlation between this category and the maternity leave policy. |
| Age | **Internal data register of those who took maternity leave between 2017-2019** showing 44 records. The age range is:  20-34 = 21  35-44 = 23  45+ = 0  **Data for Office National Statistics for England and Wales** showed that the average age of mothers in 2018 was 30.6 years old.  **Internal Fair employment monitoring** data shows that 41% of the current Translink workforce are aged between 16-45 (men and women). |
| Marital status | **NI Census 2011 data** shows that marital status category of ‘married/civil partnership’ are more likely to have children (19.72%) compared to those of other marital status’ i.e. Cohabiting (2.3%), lone parent and ‘other’ (11.83%).  This is an optional question on **fair employment monitoring** and so data is incomplete on this category. |
| Sexual orientation | This is an optional question on **fair employment monitoring** and so data is incomplete on this category.  **NI national statistics from the Dept of Communities** shows that 1.2% household population identifies as LGBT. |
| Men and women generally | The **Internal data register of those who took maternity leave between 2017-2019** shows that only women utilised the Maternity leave policy.  The **fair employment monitoring register** shows that 14% of the current Translink population are women. |
| Disability | This is an optional question on **fair employment monitoring** and so data is incomplete on this category. |
| Dependants | This is an optional question on **fair employment monitoring** and so data is incomplete on this category.  **NI Census 2011** – details that 33.86% of the NI populations households have dependent children. |

**Needs, Experiences and Priorities**

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision?

Specify details for each of the Section 75 categories

|  |  |
| --- | --- |
| **Section 75 category** | **Details of needs/experiences/priorities** |
| Religious belief | There is no identified content that would affect a person’s religious belief in order to adhere to or apply the Maternity Policy. |
| Political opinion | There is no identified content that would affect a person’s political opinion in order to adhere to or apply the Maternity Policy. |
| Racial group | There is no identified content that would affect a person’s racial group in order to adhere to or apply the Maternity Policy. |
| Age | As a typical child bearing age can range from 15-44 it is expected that a younger employee range may at some point use the maternity policy. As the internal data of those who have taken maternity during 2017-2019 shows, all of those included in the report were aged between 20-44.  However, the policy is in accordance with legislation and there is no limit or restrictions on age within the eligible criterion. |
| Marital status | Census data indicates that 22.02% of couples have dependant children and together is the largest category of marital status (married/ civil partnership/ cohabiting).  Whilst it is expected that those with a marital status of married, civil partnered or cohabiting are more likely to have a need for the maternity policy. There is, however, no criterion that limits or restricts adherence to the policy to any particular marital status of employee. |
| Sexual orientation | Whilst it is typically expected that the maternity policy would be needed more by those identified as having a sexual orientation towards someone of a different sex than those of an orientation towards the same sex, there is no content or criterion that limits or restricts the policy to a particular sexual orientation. |
| Men and women generally | The policy is intended for any employee who can give birth therefore this is generally those who identify as being female but is not restricted to them. 14.2% of the Translink employee workforce is female and it is likely that it is this group who will most frequently avail of the policy. |
| Disability | The maternity policy does refer to absence due to pregnancy related illness, which is possible to have a bigger impact on pregnant workers who have a pre-existing or pregnancy developed disability. However, the wording of the policy implies that ‘pregnancy related illness’ will be logged as such and therefore would not impact absence levels due to existing disability.  The policy is adhering to legislation in regards to absence for pregnancy related illness and is sufficient regarding the needs of those employees that may be in this category. |
| Dependants | Using the census data we could presume that approximately 33% of Translink employees have child dependants. However, there is no criterion in the maternity policy that limits or restricts access to the rights/entitlements of the policy if you have or don’t have existing dependants. |

**Part 2 - Screening Questions**

**Introduction**

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 66-68 of the Guide: <https://www.equalityni.org/S75duties>

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

**Impact: Major / Minor / None**

If the public authority’s conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

**In favour of ‘MAJOR’ impact**

|  |  |
| --- | --- |
| **A** | The policy is significant in terms of its strategic importance; |
| **B** | Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them; |
| **C** | Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged; |
| **D** | Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities; |
| **E** | The policy is likely to be challenged by way of judicial review; |
| **F** | The policy is significant in terms of expenditure. |

If the public authority’s conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

* Measures to mitigate the adverse impact; or
* The introduction of an alternative policy to better promote equality of opportunity and/or good relations.

**In favour of ‘MINOR’ impact**

|  |  |
| --- | --- |
| **A** | The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible; |
| **B** | The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures; |
| **C** | Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people; |
| **D** | By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations. |

If the public authority’s conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is ‘screened out’ as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

**In favour of ‘NONE’**

|  |  |
| --- | --- |
| **A** | The policy has no relevance to equality of opportunity or good relations. |
| **B** | The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories. |

**Screening Questions**

|  |  |  |
| --- | --- | --- |
| **1** What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none | | |
| Section 75 category | Details of policy impact | Level of impact? Minor/Major/None |
| Religious belief | None identified | None |
| Political opinion | None identified | None |
| Racial group | None identified | None |
| Age | Whilst the policy is expected to impact on younger employees, it is only technical in nature, that younger employees can bear children which is the fundamental criteria of the policy, therefore no impact is expected for any age category. | None |
| Marital status | It is expected that a slightly larger number of those employees with a marital status of ‘married, civil partnered or cohabiting’ may become pregnant and use the maternity policy; however there is no impact on any other marital status. | None |
| Sexual orientation | Whilst there is no identified content that would affect a person’s sexual orientation in order to adhere to or apply the Maternity Policy, it is only those who can bear a child who can avail of the policy. | None |
| Men and women generally | The policy is in accordance with legislation and applicable to those who can bear children which is most likely to be those who identify as being female. However, those who are transitioning and identify as being male may still be able to bear children and can therefore avail of the policy. | None |
| Disability | None identified | None |
| Dependants | None identified | None |

|  |  |  |
| --- | --- | --- |
| **2** Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories? | | |
| Section 75 category | If **Yes**, provide details | If **No**, provide reasons |
| Religious belief |  | No, as the policy has no impact on this category. |
| Political opinion |  | No, as the policy has no impact on this category. |
| Racial group |  | No, as the policy has no impact on this category. |
| Age |  | No, as the policy has no impact on this category. |
| Marital status |  | No, as the policy has no impact on this category. |
| Sexual orientation |  | No, as the policy has no impact on this category. |
| Men and women generally |  | No, as the policy has no impact on this category. |
| Disability |  | No, as the policy has no impact on this category. |
| Dependants |  | No, as the policy has no impact on this category. |

|  |  |  |
| --- | --- | --- |
| **3** To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none | | |
| Good relations category | Details of policy impact | Level of impact Minor/Major/None |
| Religious belief | There is no identified content that would affect a person’s religious belief in order to adhere to or apply the Maternity Policy. | None |
| Political opinion | There is no identified content that would affect a person’s political opinion in order to adhere to or apply the Maternity Policy. | None |
| Racial group | There is no identified content that would affect a person’s racial group in order to adhere to or apply the Maternity Policy. | None |

|  |  |  |
| --- | --- | --- |
| **4** Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group? | | |
| Good relations category | If **Yes**, provide details | If **No**, provide reasons |
| Religious belief |  | No, as the policy has no impact on this category. |
| Political opinion |  | No, as the policy has no impact on this category. |
| Racial group |  | No, as the policy has no impact on this category. |

**Additional Considerations**

**Multiple Identity**

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?  (For example: disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

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|  |

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

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**Part 3 - Screening Decision**

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

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| --- |
| No impact assessment required as little to no impact on any category was identified in relation to the Maternity Policy. |

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

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| --- |
| No mitigation has been identified as required and an alternative policy is not required. The current policy is acceptable and in accordance with legislation. |

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

|  |
| --- |
| N/A |

All public authorities’ equality schemes must state the authority’s arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity. The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

**Mitigation**

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

|  |
| --- |
| N/A |

**Timetabling and Prioritising**

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been **‘screened in’** for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

|  |  |
| --- | --- |
| **Priority Criterion** | **Rating (1-3)** |
| Effect on equality of opportunity and good relations |  |
| Social need |  |
| Effect on people’s daily lives |  |
| Relevance to a public authority’s functions |  |

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority’s Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

|  |
| --- |
| **N/A** |

**Part 4 - Monitoring**

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

**Part 5 - Approval and authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy Title:** | **Maternity Policy** | **Version No:** |  |
| **Print Name** | **Signature** | **Position/Job Title** | **Date** |
| **Screened By:** | | | |
| Kerri Adams |  | HR Compliance & Governance Officer | 16.08.20 |
| **Approved by:** | | | |
| Paula Ludlow |  | HR Services Manager | 03.09.20 |

Note: A copy of the Screening Template, for each policy screened should be ‘signed off’ and approved by a senior manager responsible for the policy, made easily accessible on the public authority’s website as soon as possible following completion and made available on request.